

**Date Posted:**  
**08/14/2023**

**Job No: 2023-5366**

**FORT BEND COUNTY**  
**DEPARTMENT: FIRE MARSHAL**  
**JOB TITLE: ASSISTANT CHIEF**

Fort Bend County is ranked as one of the fastest growing counties in the nation. We have capitalized on not only the creed of our location, but on the "quality of life" for our families to call home. Our employees are the key to our success and the heartbeat of our foundation. The diversity and inclusivity of our community is our strength and at the forefront of a workplace environment welcoming to all. Live Here! Work Here!

**JOB SUMMARY:**

Supervises and directs operations of the Prevention, Investigations, and Boarding Home divisions. Serves as a Command Staff member of the Fire Marshal's Office reporting directly to the Fire Marshal. Participates in planning of programs, policies or objectives for work groups and department and outside agencies.

**DUTIES & RESPONSIBILITIES:**

- Oversee the operations of plan reviews, inspections and code compliance of the prevention division.
- Oversee the operations of the investigation division for fire investigations from the call out to prosecution.
- Oversee the operations of the boarding home division.
- Ensure adopted codes are compliant with local, state and federal laws.
- Manage plan review and inspection process for timely returns and completions.
- Manage the needs for investigations with responses and case management with report reviews and case submittal to the District Attorney's Office.
- Coordinates training and operations with local fire departments, Office of Emergency Management, State and Federal authorities.
- Manage the needs for Boarding Homes with responses and case management.
- Participates in development and administration of departmental budget, goals and policies.
- Attends meetings with department heads and other federal, state and local agencies; Serves as liaison with other agencies for prevention, investigations and boarding homes or resources when the Fire Marshal is not available.
- Participates in activities and duties related to emergency management during a local state of disaster as directed by appropriate county managers.

**REQUIREMENTS:**

- High school diploma/GED; Associate Degree in related field or any combination of education and experience that has been achieved and is equivalent.
- 8 years job related experience; 5 years of supervisory experience.
- Strong computer and organizational skills; management and supervisory skills.
- Strong verbal and written communication skills along with interpersonal skills and the ability to deal effectively with the public, other employees, and elected officials.
- Requires TCFP Advanced Inspector, TCFP Advanced Arson Investigator, TCFP Plans Examiner, TCFP Instructor II, TCFP Fire Officer IV, TCOLE Advanced Peace Officer, TCOLE Basic Instructor (Preferred: TCFP Hazmat Technician, TCFP Structural Firefighter, TCFP Incident Command, TCFP Hazmat Incident Command, Texas Basic EMT).

**SALARY RANGE:** Commensurate with experience

**CLOSING DATE:** October 10, 2023

**To be considered for employment, all interested candidates must complete the required Fort Bend County online employment application located at [www.fortbendcounty.jobs](http://www.fortbendcounty.jobs)**

**All full-time and part-time employees are members of the Texas County District Retirement System (TCDRS). Full-time employees also enjoy a wide-range of great benefits.**

Fort Bend County is an equal opportunity employer, committed to non-discrimination in employment on any basis including race, color, religion or creed, sex, sexual orientation, gender, gender identity, gender expression, pregnancy status (including childbirth and related medical conditions), national origin, ethnicity, citizenship status, age (40 and over), physical or mental disability, genetic information, protected military and veteran status, political affiliation or beliefs, or any other classification protected by state, federal and local laws, unless such classification is a bona fide occupational qualification.

For more information on Fort Bend County's Title VI / Nondiscrimination Statement, visit [www.fbctx.gov/comply](http://www.fbctx.gov/comply)

*Fort Bend County is committed to providing equal opportunity and reasonable accommodations to employees with disabilities. FBC complies with the Americans with Disabilities Act and all other applicable federal, state and local laws regarding disability discrimination and accommodation.*